



## UNITED STATES MARINE CORPS

III MARINE EXPEDITIONARY FORCE  
UNIT 35601  
FPO AP 96606-5601

IN REPLY REFER TO:  
ForO 1601.2K  
7

3 DEC 2003

### FORCE ORDER 1601.2K

From: Commanding General, III Marine Expeditionary Force  
To: Distribution List

Subj: COMMAND DUTY OFFICER INSTRUCTIONS

Ref: (a) U.S. Navy Regulations 1990  
(b) MCO P1050.3H (Regulations for Leave, Liberty and Administrative Absence)  
(c) MCO P5211.2B (The Privacy Act of 1974)  
(d) ForO P3090.1 (SOP for III MEF/3d MarDiv Cmd Ctr)  
(e) Command Duty Officer Reference Binder

Encl: (1) DUTY NON-AVAILABILITY ROSTER  
(2) SAMPLE ASSIGNMENT ROSTER

1. Situation. To provide instructions for the III Marine Expeditionary Force (MEF) Command Duty Officer (CDO) watch.

2. Cancellation. ForO 1601.2J.

3. Mission. The CDO is the direct representative of the Commanding General, III MEF after normal duty hours, on weekends and federal holidays. It is their responsibility to ensure all written and special duty orders are adhered to and any discrepancies or emergency issues are addressed through the appropriate chain of command.

4. Execution

a. Commander's Intent. All Lieutenant Colonels, Majors, Captains and Chief Warrant Officers 4 and 5 assigned to the General or Special Staff sections, Staff Judge Advocate and Comptroller of III MEF possessing at least a Secret clearance, will be eligible for assignment as CDO. All Assistant Chiefs of Staff, Commanding General's Aide, Deputy Commanding General's Aide, the Band Officer, and Lieutenant Colonels selected for promotion will be exempt from standing duty.

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b. Subordinate Element Missions

(1) Senior Lieutenant Colonel. The Senior Lieutenant Colonel in the Command Element, as determined by the date of rank, will establish a list of officers eligible to perform duty based upon monthly non-availability rosters provided by each section and alpha rosters provided by the G1, when requested. The Senior Lieutenant Colonel shall receive monthly duty non-availability rosters from each general and special staff section no later than the 20<sup>th</sup> of each month utilizing the format provided in enclosure (1). Officers will be assigned based on personal availability and the total number of officers eligible no later than the 23<sup>rd</sup> of each month. The Senior Lieutenant Colonel will utilize enclosure (2) when establishing the monthly roster. Once the roster is established, it will be forwarded via email to the Adjutant to be published as a Force Bulletin.

(2) Adjutant

(a) The Adjutant will publish the duty roster as provided by the Senior Lieutenant Colonel via Force Bulletin by the 25<sup>th</sup> of each month. The roster will be published on the following website: <http://intranet.iiimef.usmc.mil/g1>

(b) Ensure references (a) through (d) are updated and maintained inside reference (e), the Command Duty Officer Reference Binder (CDORB).

(3) Assistant Chief of Staff, General and Special Staff, (AC/S)

(a) Each AC/S will ensure that, by the 15<sup>th</sup> of each month, an accurate non-availability roster is forwarded to the Senior Lieutenant Colonel. Non-availability rosters will include dates of Temporary Additional Duty (TAD), leave, rifle/pistol qualification or any event that might preclude a Marine from standing duty and will also include any personnel who are expected to transfer during the next month. Rosters will follow the format prescribed in enclosure (1). Additionally, each AC/S or Special Staff Section Head is responsible for providing updated recall information to the Command Center for key personnel.

(b) When a Marine cannot stand an assigned duty after that day was declared eligible, the AC/S of that section is responsible for providing a replacement from that section.

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(4) Assistant Chief of Staff, G-3. Ensure reference (e) is maintained with updated information at all times. At a minimum, the following information will be maintained in reference (e).

(a) OPNAVINST 3100.6x (Special Incident Reporting [OPREP-3 Navy Blue and unit SITREP] Procedures)

(b) MCO 5740.2x (Events/Incident Report)

(c) FORO 5511.4x (SOP for the Info and Pers Security Program)

(d) MARCORBASES JAPAN P3480.6x (SOP for Special Incident Reporting [OPREP-3])

(5) Assistant Chief of Staff, G-6

(a) Ensure all immediate flash messages received after working hours, on weekends or holidays, that are classified up to and including Secret, are delivered to the CDO in an expeditious manner. Ensure the CDO is informed of all Top Secret messages, to include precedence and subject matter, and facilitate notification of proper personnel.

(b) Communications Support. The AC/S G-6 is responsible for providing a cell phone to be maintained by the Staff Secretary and used by the CDO.

(6) Staff Secretary

(a) Ensure the CDO logbook, cell phone, and cot are properly maintained and special instructions are passed in the absence of the Chief of Staff.

(b) Maintain physical possession of the Command Duty Officer Reference Binder (CDORB) and make it available to the CDO at 1630 on workdays. The CDO logbook, cell phone, CDORB, and cot will be transferred between CDOs at the unofficial post and relief on weekends and holidays.

(7) Supernumerary. Three supernumeraries will be assigned per month to serve as the CDO in case of a last-minute emergency. The supernumerary will be required to stand the duty in situations where it is determined that, after 1200, the original CDO cannot stand the duty. These situations include but are not limited to car wrecks, emergency surgeries for the Marine or family member, etc. Each supernumerary is required to check-

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in with the Staff Secretary via email or phone by 0800 the first day they are assigned as the supernumerary.

c. Coordinating Instructions. The CDOs will familiarize themselves with this Order and reference (e) prior to assuming duty.

(1) Tour of Duty. The command duty is a 24-hour duty beginning at 0700 every day. During normal workdays, the off-going and on-coming CDOs will formally post with the Chief of Staff to pass information and receive special instructions. The CDOs will return to their workspace and resume their post at 1630. At 1630, the CDO will return to the Staff Secretary's office, assume custody of the logbook and cell phone, and receive any additional special instructions from the Chief of Staff. During holidays and weekends, CDOs will post and relieve themselves informally in the Command Center. Officers who are assigned duty on holidays or weekends will check-in with the Staff Secretary via email or phone by 0800 on the last workday prior to their tour of duty. Special instructions will be passed via the previous CDO.

(2) Place of Duty. The CDO place of duty is the Command Center located in building 4225 Camp Courtney, Room 213. The CDO may sit in their office space during duty hours, eat chow at the chowhall or MCCS/AAFES facilities on Camp Courtney, or conduct physical training at the Ironworks Gym on Camp Courtney. Regardless, the CDO must be available to the Command Center. The CDO must check in and out with the Command Center and inform them of his/her whereabouts. The CDO must remain in building 4225 once typhoon condition one caution (TC1-C) is declared.

(3) Command Duty Officer Logbook. The CDO will maintain a neat and orderly logbook in which all reportable incidents will be recorded. The logbook will be located in the Staff Secretary's office during working hours.

(4) Uniform. The uniform will be the uniform of the day.

(5) Vehicular Support. The CDO does not require vehicular support as the tour of duty does not extend outside building 4225.

(6) Duty Changes or Exchanges. Duty changes may occur any time after the roster is published up to the workday prior to the duty day. Duty changes or exchanges may be made unofficially between all available duty standers, not just those assigned to that particular month. All duty changes or exchanges must be

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agreed upon by both parties. The Marine initiating the change will inform the Staff Secretary via email of all duty changes or exchanges and carbon copy the Adjutant and the Marine with whom he or she is switching. An updated roster will be maintained by the Adjutant on the following website:  
<http://intranet.iiimef.usmc.mil/g1>

## 5. Administration and Logistics

a. Authority to Sign for the Commanding General. While in the execution of their duties, the CDO is authorized to sign emergency leave papers for III MEF Command Element personnel according to reference (b) and draft messages for the Commanding General up to and including Secret classification, which pertain to CDO functions. The Staff Secretary or appropriate authority will review all messages before being released.

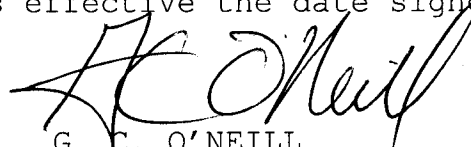
b. Command Duty Officer Reference Binder. The oncoming CDO will thoroughly review the CDORB prior to assuming duty to ensure they are aware of the updated instructions and the information contained in the CDORB.

c. Notification Required. The CDO is required to notify the Chief of Staff, or the Chief of Staff's designated representative in cases of deaths, major accidents involving service personnel and Japanese locals, incidents where service personnel are incarcerated by the Japanese police, aircraft mishaps, and any other incident in which local media interest is expected.

## 6. Command and Signal

a. Command. This Order is applicable to active duty and reserve Marines assigned to the III MEF Command Element.

b. Signal. This Order is effective the date signed.



G. C. O'NEILL  
Chief of Staff

Distribution: List I

1601  
Office Code  
Date

1. The following non-availability dates are submitted for the officers in my section.

[illegible]

Enclosure (1)

[illegible]

1-10						
11-20						
21-31						

Enclosure (2)